

Digitization Services Price List

Updated 02/03/2023

The following is the price list for digitization services related to printed materials in the Library's collections. This includes archives and manuscript material, prints, photographs, maps and architectural drawings and plans, as well as materials on microfilm. Contact archdesk@lva.virginia.gov or call 804-692-3888 with questions.

Digitization*	per scan or file transfer	25.00	PC30
Inkjet prints**	per square foot on matte paper	15.00	PC26
	per square foot on canvas	60.00	PC27
B&W photocopies	up to 11"x17" per side	.50	PC43
Microfilm (in-house order)	prints or email/FTP drops per image	.50	PC24
Color Xerox prints	from existing files only		
	8.5"x11" or 8.5"x14"	2.00	PC22
	11"x17"	4.00	PC23
Rush service	No rush fee for FTP and email file transfers		
	10 business days	+100%	PC37
	5 business days	+300%	PC38
	2 business days	+400%	PC39
Shipping fees	Orders totaling \$5.00 to \$100.00	5.00	PC41
	Orders totaling over \$100.00	10.00	PC42

There is a \$5 minimum charge for all orders.

LVA staff should include appropriate PC code(s) on each order.

Files can be delivered via FTP (DropBox) or email (depending on size of files).

Files can also be burned to CD if needed.

* Digitization fee is waived for orders that request inkjet prints.

** Inkjet prints are made into heavy, acid-free matte paper or canvas using pigmented inks. Prints can be up to 44" wide by up to 60" long. To determine cost, multiply length x width in inches, divide by 144, and multiply by the appropriate per square foot price above.